

# FIRST LAST

1234 W. Rocket Drive, Toledo, OH  
First.Last@utoledo.edu  
419-123-5678

## EDUCATION

### **University of Toledo College of Law**, Toledo, OH

*Juris Doctor*, Expected May 2026

- Activities: Criminal Law Society (Member), Student Legal Services Volunteer

### **University of Michigan–Dearborn**, Dearborn, MI

*Bachelor of Arts in Political Science, cum laude*, December 2023

- Activities: Pre-Law Society, Political Science Club
- Senior Capstone: The Role of State Legislatures in Shaping Criminal Justice Reform

## EXPERIENCE

### **Andrews & Keller, PLLC**, Lansing, MI

*Law Clerk* | May 2025 – August 2025

- Supported two attorneys in a small general practice firm with case preparation, discovery drafting, and client communication.
- Drafted legal memoranda, motions, and correspondence for landlord/tenant, family, and misdemeanor cases.
- Conducted legal research on Michigan court rules, statutory interpretation, and evidentiary issues.
- Attended court hearings and client interviews, taking notes and organizing case files for attorney review.

### **Civil Advocacy Clinic - University of Toledo**, Toledo, OH

*Student Clinician* | Fall 2024

- Assisted attorneys providing legal assistance to community members.
- Conducted client intakes, tracked case updates, and helped prepare legal education materials for outreach events.

### **University of Michigan–Dearborn Housing & Residential Life**, Dearborn, MI

*Resident Assistant* | August 2021 – December 2023

- Advised and supported over 30 residents while enforcing housing policies and handling conflicts professionally.
- Developed educational programs on civic engagement, campus rights, and wellness.

## INTERESTS

- Classic films